




Aircraft Forms Documentation Process Improvement Event



Develop America's Airmen Today... for Tomorrow

Process Owner / Champion	Process Owner: 12FTW/MX Champion: AETC/IA & AETC/PK Champion Signature: 
Problem / Opportunity Statement	The CY12 aircraft forms documentation pass rate for the 12FTW/MX, Randolph AFB, TX is currently 60% for Impoundments/Hangar Queens/Active Forms, down from 69% in CY 12. The CY 12 forms documentation pass rate for FCF/OOC/High Speed Taxis was 76% and currently is trending better at 85% for CY13. T.O. 00-20-1 outlines aircraft forms documentation requirements. Aircraft forms are used to record maintenance discrepancies, aircraft repairs, servicing, deferred maintenance, aircraft hours and a host of other important information about the condition of an aircraft. If the aircraft forms are not accurate, the condition of the aircraft will not be accurate and the 12FTW mission is degraded.
Impact Statement	The condition of 12FTW aircraft must be accurate. Inaccurate forms documentation can lead to an inaccurate picture of the status of an aircraft. Inaccurate status can lead to improper maintenance actions, reduced mission effectiveness, injuries and accidents.
Project Scope	Forms documentation begins with access to the aircraft forms and ends with the forms pulled from the forms binder and reviewed by supervision.
Brief Description of Current Process	Maintainers or crew members enter data into the aircraft forms. Forms are pulled and reviewed. Forms are stored in P&S.
Current Performance	The CY12 aircraft forms documentation pass rate for the 12FTW/MX, Randolph AFB, TX is currently 60% for Impoundments/Hangar Queens/Active Forms, down from 69% in CY 12. The CY 12 forms documentation pass rate for FCF/OOC/High Speed Taxis was 76% and currently is trending better at 85% for CY13. T.O. 00-20-1 outlines aircraft forms documentation requirements.
Team Members	Team Leads: Bob Hamm Facilitators: Mr. Vernon Turnbull Mentor: Maj Rob Fauber Team Members: Randall Garcia, Tienne Fales, Jeff Johnson, JR Rowand, TBD
Potentially Affected Users	12FTW/MX & 12FTW/OG